



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.2.8	Subject: PROCUREMENT
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 2: Fiscal Management	Effective Date: May 1, 1996
Signature: /s/ Bill Slaughter, Director	Revision Date: 04/18/06

I. POLICY

The Department of Corrections will ensure that procurement of goods and services be administered in a fair, legal, and cost effective manner.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. REFERENCES

- A. 18-1-101 through 18-11-112, 53-1-203; *Montana Code Annotated*
- B. 2.5.101 through 2.5.801, *Administrative Rules of Montana*
- C. *Purchasing Authority Delegation Agreement between the Departments of Administration and Corrections*
- D. *Department of Corrections Contracting and Purchasing Procedure Manual*,
<http://cor.state.mt.us/resources/Purchasing/PurchasingManual.pdf>
- E. *Department of Corrections Purchasing Cardholder Manual (Procurement Card)*

IV. DEFINITIONS

Procurement – An acquisition with or without cost, buying, purchasing, renting, leasing, or otherwise acquiring any supplies or services. It includes all functions that pertain to obtaining of any supply or service, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration. It does not include the acquiring of supplies or services by gift.

Total Contract Value – The entire potential monetary worth of the project from the beginning to completion, including the initial contract period and any options to renew.

V. DEPARTMENT DIRECTIVES

A. Purchasing Procedures

1. The Department has several methods available for purchasing supplies and services. These methods are based on the “total contract value” of the item or service desired. A description of each method is further detailed in the Department of Corrections Contract and Purchasing Procedure Manual. Questions should be directed to the DOC Contracts Manager, DOC Purchasing Clerk or your Facility Procurement Officer.

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B. Controlled Purchases

1. The Department of Administration General Services Division (GSD) retains control of specific purchases (controlled items) and the Department is required to purchase these items through GSD. Controlled items may be obtained through GSD in these ways: (1) Requisition Time Schedule; (2) Exclusive or Non-Exclusive Term Contracts; (3) Central Stores; (4) Printing; (5) Vehicles; or (6) Cooperative Purchasing.
2. In addition to the items listed above, the Department has also identified other purchases that require specific approval and/or assistance by designated individuals or programs. These include Cellular Telephone service, Computer Hardware and Software, Telecommunications systems, and Photocopiers. For procurement and approval of these items, questions should be directed to the DOC Contracts Manager, DOC Purchasing Clerk or your Facility Procurement Officer.

C. Exceptions

1. Exceptions are supplies and services purchased outside standard procedures due to unique requirements or unusual circumstances. By definition, they are few in number and may require additional justification and documentation. For procurement and approval of these items, questions should be directed to the DOC Contracts Manager, DOC Purchasing Clerk or your Facility Procurement Officer.
 - Salaries/Fees/Professions/Training/Other
 - Sheltered Workshops
 - Interagency Agreements
 - Exigencies
 - Offender Clothing

D. Purchasing Documents

1. The Department's documentation of purchases will be accounted for in compliance with Title 18, MCA; ARM Title 2, Subchapter 5; the Purchasing Authority Agreement between the Department of Administration and the Department of Corrections; and the Department's Contracting and Purchasing Procedures Manual.

E. Purchase Compliance

1. The wardens, superintendents, and division administrators are responsible for ensuring Department compliance with these procedures.

F. Purchase Authorization

1. Special purchase authorization may be granted through an agreement between the Department of Administration and the Department of Corrections.

VI. CLOSING

Questions concerning this policy should be directed to the Centralized Services Division Administrator.